Federal IT Project Management Validation

The validation process consists of a careful review of major IT projects/systems within your agency; an evaluation of the skills and abilities of your agency's IT project managers; and an assignment of complexity level to both the systems and the people who manage them. Upon completion of this assessment, each IT Project Manager will receive the following validation:

"Validated" - PM has met the appropriate training and experience requirements for the system/project managed.

"Validated with Exception" - PM has not met all of the appropriate training and experience requirements; however, warrants an agency waiver based on demonstrated successful performance on the job.

"In the Process of Being Validated" – PM has not fully met appropriate training requirements; however, actions are being taken to address the requirement.

Each major IT project initiative reported to OMB, and the Project Manager associated with it, will be assigned to one of the three PM Levels that are designed to coincide with the project's scope and the PM's level of expertise. In order to establish a common understanding of IT initiatives managed throughout the Federal Government, three levels of IT project management complexity were defined:

IT Project Management Levels

Level 1: Manage a project within a division, bureau or agency.

Level 2: Manage a cross-cutting project or agency-wide system integration project across the Department.

Level 3: Lead large, inter-governmental or government-wide complex, high risk IT project. (e.g. E-Gov or President's Management Agenda initiative, mission critical function, or high interest project).

IT Project Managers are expected to achieve and demonstrate baseline skills in applicable competency areas, whether through on-the-job training, formal education and training or previous work experience. IT PM competency areas are listed on pages 5 to 7 of the OPM *Interpretive Guidance for Project Manager Positions.* There are three sets of competencies and each set is integral to the professional development of a highly skilled Federal IT Project Manager.

The first set contains general knowledge, skills and abilities (KSA's) required and includes fundamental competencies such as leadership, customer service, interpersonal skills, etc. The second set contains the general project management competencies that would be required of a PM in any GS series or broad band/pay band system of position classification and pay. The third set of competencies includes specific technical competencies associated with IT

Project Managers including configuration management, architecture, etc. Not all of the IT PM technical competencies may be applicable to every IT project. The depth and breadth of proficiency attained in each competency area should be tied to the system complexity level and specific agency requirements.

Although validations do not automatically transfer with the employee upon assignment to another Federal Agency, the definitions and documentation of training and experience received will be useful tools in assessing prospective job applicants' qualifications.   The validation process may also be used to help justify training resource requirements.